

PROJECT COORDINATION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Project Coordination Manager exists is to coordinate the development proposals of complex projects and execute consistent application of the zoning ordinance and re-zoning recommendations in the Planning and Development Services Department. This classification is not supervisory. Work is performed under general supervision by the Planning and Development Services Director.

ESSENTIAL FUNCTIONS

Performs as a member with a team of highly professional staff involved in coordinating all development proposals, including large scale complex projects, through development processes.

Reviews re-zoning recommendations to ensure quality and consistency is built-in from the start.

Coordinates and resolves highly technical and complex zoning and related issues.

Reads, writes, administers and interprets the City's zoning ordinance.

Ability to listen and communicate effectively with a diverse group of people.

Must demonstrate mutual respect for people at all levels.

Provides clear, concise, and consistent information to developers, engineers, architects and City staff.

Prepares regular written reports for Planning and Development Services management staff.

Works closely with other divisions of Planning and Development Services and other City Departments.

Coordinates work plans, budgets, schedules, and monthly reports.

Verbally presents zoning cases to City Council, Planning Commission, Development Review Board, and Board of Adjustments.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principals and practices of urban planning and development.
City's development process and all related City codes, ordinances, policies and procedures.
Zoning ordinance interpretation as it relates to project review.

Ability to:

Perform as a team member with a highly skilled professional level staff.
Analyze issues or problems and recommend innovative solutions.
Coordinate workloads and schedules.
Prepare and present effective oral and written reports.

Operate a PC or terminal and other standard office equipment with sufficient manual dexterity.
Establish and maintain effective working relationships with co-workers, supervisors, the development community, City Officials, and the general public.
Perceive and interpret customer needs and translate them into effective solutions and operational policy.
Maintain regular consistent attendance and punctuality.

Education & Experience

Master's degree in Urban Planning, Public Administration, or a related field; and any combination of education and experience equivalent to five (5) years progressively responsible management experience in planning, engineering, or other development related fields.

FLSA Status: Exempt

HR Ordinance Status: Unclassified